



MEMORANDUM FOR TIM HORNE

**ACTING ADMINISTRATOR (A)
OFFICE OF THE ADMINISTRATOR**

FROM:

**ALLISON BRIGATI
ASSOCIATE ADMINISTRATOR
OFFICE OF GOVERNMENT-WIDE POLICY (M)**

(b)(6)

SUBJECT:

Recusal Notification

As required by paragraph 6 of the Ethics Pledge, I will not, for a period of two years from the date of my appointment of July 3, 2017, participate personally and substantially in any particular matter involving specific parties that is directly and substantially related to my former employers, the National Academy of Public Administration and McEneaney Associates, Inc. and the clients listed in the attachment.

Actions that may constitute personal and substantial participation include assigning matters on an ad hoc basis; participating in a decision concerning who should work on a matter, how a matter should be handled, or whether a matter should be acted upon, are all forms of personal and substantial participation in the matter. Involvement in preliminary discussions, in interim evaluations, in review or approval at intermediate levels, or in supervision of subordinates working on a matter also amount to personal and substantial participation. In addition, a discussion with affected persons about the merits or progress of the matter is considered personal and substantial participation.

To ensure that I do not inadvertently participate officially in such matters involving the companies identified above, please identify who should handle matters involving the above entitled companies that would normally come before me. This person will handle all matters involving the above entitled companies and advise all interested parties of the recusal.

Attachment

cc: Ethics Law Staff